

HUMAN RESOURCE OFFICE  
THE ADJUTANT GENERAL OF VIRGINIA  
MULLINS ARMORY/5901 BEULAH ROAD  
SANDSTON, VA 23150

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**STATEWIDE AGR VACANCY ANNOUNCEMENT**

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**ANNOUNCEMENT NUMBER:** 35-12

**POSITION TITLE:** S1

**GRADE:** CPT/03

**AOC:** 42B00/42H00

**FEMALE ASSIGNMENT ELIGIBILITY:** No

**UNIT:** HQ 2-183<sup>rd</sup> CAV

**LOCATION:** Portsmouth, Virginia

**OPENING DATE:** 22 June 2012

**CLOSING DATE:** 24 July 2012

**POC FOR ADDITIONAL INFORMATION:** SFC Sharon L. Hagans at  
(804) 236-7831 / DSN 441-7831 or CPT Jennifer Coward, (804) 236-7826 / DSN 441-7826

**BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Monitors, assesses, provides guidance, and manages the elements of personnel administration. Maintains current personnel estimates by collecting and analyzing data. Develops plans for recruiting and retention. Responsible for personnel services such as orders, evaluation reports, promotions, personnel assignments, morale, and awards. Works in the area of safety and accident prevention developing plans and programs and supervises their implementation. Provides control and standardization of procedures within the command. Works in coordination with senior full time supervisor in the allocation of manpower and work space in the headquarters and various units. Performs other duties as assigned.

**WHO MAY APPLY:** Open to all AGR/Military Technician/Traditional soldiers in grade CPT/03 who are members of the Virginia Army National Guard.

**NOTE: OFFICERS NOT CURRENTLY AGR AND NOT QUALIFIED MAY APPLY FOR THIS POSITION. HOWEVER, IF SELECTED AND NOT QUALIFIED, OFFICER WILL NOT BE APPOINTED TO THE AGR PROGRAM UNTIL QUALIFIED.**

JFHQ-VA-J1-M

SUBJECT: VaARNG AGR Vacancy Announcement Number 35-12

**QUALIFICATIONS FOR SUBSEQUENT DUTY IN THE AGR PROGRAM:**

**(This applies to current on-board Virginia AGR officers only)**

**Must possess the grade equal to, or below, that authorized for the AGR duty position as described on the announcement.**

**Must possess or be able to gain within 12 months, the specialty required for the AGR duty position.**

**HOW TO APPLY:** Interested applicants must submit the following documents:

- 1. Completed NGB Form 34-1 (signed and dated)**
- 2. Copies of last five OERs.**
- 3. Certified copy of DA Form 2-1/Officer Record Brief (ORB).** Certified means having your unit of assignment certify a “True Copy” and a signature **not older than 1 year.**
- 4. Copy of current physical (DD2807-1 and DD2808) completed within the last five years or a copy of the automated MEDPROS data sheet completed within the last 12 months.**
- 5. Photograph in Class A or Blue Army Service Uniform (ASU) taken within the last 12 months. DA Photo not required. Photo must be 5x7 or larger and ¾ length to insure visibility of the uniform. Photo must be dated and in color.**

**NOTE :**

**If applicant is deployed, photo may be taken in ACUs.**

- 6. Documentation to support all periods of duty/service creditable for retirement. Any of the following may be used **DD Forms 214, DA Form 1506, or NGB Forms 23/23B.****
- 7. Any additional information the applicant may wish to submit for consideration i.e., DA Form 705, Height and Weight Statement, etc.**

**SECURITY CLEARANCE:** Position requires a “SECRET” security clearance. Must be able to obtain as a minimum, an “interim” clearance **prior to appointment** to the position. Soldiers with a prior revoked or denied clearance are not eligible for either an interim or a waiver and should not apply. If tentatively selected for a position and soldier cannot be granted an interim clearance prior to appointment to the position, the offer for the position maybe revoked, Non USA citizens are not eligible for a security clearance per DOD 5200.2R.

**QUALIFICATION REQUIREMENTS: QUALIFICATIONS FOR ENTRY IN THE AGR PROGRAM:**

JFHQ-VA-J1-M

SUBJECT: VaARNG AGR Vacancy Announcement Number 35-12

**MEMBERSHIP:** When applying for an AGR position on full-time National Guard duty (FTNGD) under State control, must be a federally recognized ARNGUS soldier. Appointment, or enlistment, must be completed prior to reporting to an initial AGR entry point.

**PHYSICAL AND MEDICAL:** Must be medically certified as drug free, be tested negative for human immunodeficiency virus (HIV), per AR 40-501 and AR 600-110. Must meet the body composition standards prescribed in AR 600-9. Must meet the medical fitness standards for retention per AR 40-501 chapter 3.

**MILITARY EDUCATION:** If an officer in the grade of Lieutenant or Captain, with less than 5 years time in grade must have completed an officer basic course. Captain, with at least 5 years time in grade, must have completed an officer advanced course. Major with at least 5 years time in grade, must have completed at least 50 percent of the Army Command and General Staff College/ILE, or its equivalent.

**YEARS OF SERVICE:** Must be able to complete a 3-year initial tour of AD or FTNGD prior to completing 18 years of Active Service. The date of mandatory removal from an active status based on age, or service (without an extension), under any provisions of law or regulations.

**GRADE AND SPECIALTY:** Officer's must possess the grade equal to or below that authorized for the AGR duty position. Must possess the Area of Concentration (AOC) commensurate with the AGR duty position.

**ADMINISTRATIVE REQUIREMENT:** Must sign an appropriate certificate of agreement and understanding relative to service on AGR status.

**SPECIAL INFORMATION:** Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

**REMARKS:** Submit applications to this HQ, ATTN: JFHQ-VA-J1-M, PRN: 210, 5901 Beulah Road, Sandston, Virginia 23150, NLT close of business on the closing date of this announcement. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding. **Scanned or faxed applications are not accepted.**

A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements is available at <http://vko.va.ngb.army.mil/virginiaguard/> Click on Virginia National Guard and then click on Job Vacancies.

FOR THE ADJUTANT GENERAL:

//signed//

CARL F. BESS, JR., Col, VaANG  
Human Resource Officer